

Statement of Qualifications

City of Dublin Standard Forms and Documents

The City of Dublin uses this form to obtain information from Construction Management ("CM") firms about their professional qualifications. The City of Dublin will select firms for CM contracts on the basis of professional qualifications.

The information used to evaluate firms is from this form and other sources, including any additional data requested by the City of Dublin, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Do not include this instruction pages with your submission. Only include Part I of the form.

Part I presents the qualifications for a specific contract.

DEFINITIONS

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Has the same meaning as Ohio Revised Code 153.65(B) for professional design firm; "any person legally engaged in rendering professional design or construction management services."

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

Contracting Authority: The City of Dublin will be the Contracting Authority. The City of Dublin will hold all contracts including those with the Architect/Engineer, Owner's Representative and Construction Manager.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. **Title and Location.** Enter the title and location of the contract for which this form is being submitted.
2. **Project Number.** Enter Dublin's project number, which is AB1503.

Section B. Firm Point of Contact

- 4-9. **Project Representative Name and Title, President/CEO, Name of Firm (Legal Name), Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address.** Provide information for a representative of the lead firm or joint venture that the Contracting Authority can contact for additional information. The representative must be empowered to speak on contractual and policy matters. List the firm's legal name.
- 10-12. Include the county where the Lead Firm or Joint Venture is located, its FTID (Federal Tax Identification) number and Web address.

Section C. Proposed Team.

13-15. **Firm Name, Address, and Role in This Contract.** Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the lead firm or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the project manager. Attach an additional sheet in the same format as Section C if needed. Enter the distance of the lead firm from the project site in Block 10. If a joint venture, enter the office of the firm point of contact in the first row.

Section D. Organizational Chart of Proposed Team.

Present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C. Include the Owner, Architect, and Owner's Representative. Illustrate lines of communication between team members and identify main point of contact for team. Use the following standard titles as appropriate to identify specific roles within project team for agreement.

A/E Standard Titles for Specific Roles:

Senior Management Lead

Project Management Lead

Project Design Lead – Discipline Name (e.g. Architecture, Interior Design, Mechanical, Electrical, Plumbing, Technology)

Project Architect or Project Engineer

Planning/Programming Lead

Specification Writer

Scheduler

Quality Control Lead – Discipline Name

Construction Administrator

Construction Manager Standard Titles for Specific Roles:

Senior Management Lead (e.g., Project Executive/Principal)

Project Management Lead (e.g., Project Manager)

Project Technical Lead (e.g., Project Engineer)

Project Administration Lead (e.g., Project Clerk)

Preconstruction Management Lead

Estimator – Discipline Name

Scheduler (Preconstruction Phase, Construction Phase)

Constructability/Design Document Reviewer

Project Superintendent – Discipline Name (e.g. General, MEP)

Safety Lead

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the lead firm or joint venture partner firms first. Resumes should align to the greatest extent possible with the example projects in Section G. The following blocks must be completed for each resume:

16. **Name.** Self-explanatory.

17. **Role in This Contract.** Self-explanatory.

18. **Years Experience.** Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

19. **Firm Name and Location.** Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

20. **Education.** Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

21. **Current Professional Registration.** Provide information on current relevant professional registration(s) in the State of Ohio. Do not list registration from other states here. List registrations from other states in Block 22.

22. **Other Professional Qualifications.** Provide information on any other professional qualifications relating to this contract, such as education, professional registration in other states, publications, organizational memberships (e.g., AIA, CSI, NSPE, CMAA), certifications (e.g. CDT, CCM, CCCA, CCS, LEED AP, NCIDQ), training, awards, and foreign language capabilities.*

***Abbreviations for organizations and certifications**

ACEC: American Council of Engineering Companies

AIA or FAIA: American Institute of Architects

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (Construction Management Association of America)

CDT: Construction Documents Technologist (CSI)

CMAA: Construction Management Association of America

CCS: Certified Construction Specifier (CSI)

CPE: Certified Professional Estimator (American Society of Professional Estimators)

CSI or FCSI: Construction Specifications Institute

DBIA or Associate DBIA: Design-Build Institute of America (list credentials, not memberships)

LEED AP: Leadership in Energy & Environmental Design (U.S. Green Building Council) – indicate specialty if applicable

NCARB: National Council of Architectural Registration Boards (list certification only)

NCIDQ: National Council for Interior Design Qualification

NSPE: National Society of Professional Engineers

23. **Relevant Projects.** Provide information on up to five (5) projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (4)). Photos are not necessary and role is more useful than description.

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Specialty consultants that have not worked with the lead firm may submit their own projects in this section. Present no more than ten projects. Complete the following blocks for each project:

24. **Example Project Key Number.** Start with "1" for the first project and number consecutively.

25. **Title and Location.** Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

26. **Year Completed.** Enter the year completed of the design services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).

27a. **Project Owner.** Project owner or user, such as a government Contracting Authority or installation, an institution, a corporation or private individual.

27b. **Point of Contact Name.** Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

27c. **Point of Contract Telephone Number.** Self-explanatory.

27d. **Point of Contact E-mail Address.** Self-explanatory.

28. **Brief Description of Project and Relevance to This Contract.** Indicate scope, size, cost, principal elements and special features of the project. Enter any other information requested by the City of Dublin for each example project. One or two photos or diagrams may also be included.

29. **Firms from Section C Involved with This Project.** Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Additional Page: Relevant Project Experience Matrix. Indicate the relevant projects that delineate the relevant scope of work requirements for the advertised project (e.g. higher education, new construction, working around existing school operations, renovation, etc.).

Section H. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

30. and 31. **Names of Key Personnel and Role in This Contract.** List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

32. **Example Projects Listed in Section F.** In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

33. **Example Projects Key.** List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section I. Additional Information.

34a. Use this section to provide additional information specifically requested by the City of Dublin or to address any additional items that are not covered by the information provided in Sections A-G.

34b Complete and submit the Proposer Affirmation and Disclosure form to indicate the location(s) that services will be provided.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

30. NAMES OF KEY PERSONNEL
(From Section E, Block 16)

31. ROLE IN THIS CONTRACT
(From Section E, Block 17)

32. EXAMPLE PROJECTS LISTED IN SECTION F
Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.

		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mech. Engineer	X	X	X	X						
Tara C. Donovan	Chief Elec. Engineer	X	X		X						

33. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	ABC Courthouse, Cleveland, OH	6	XYZ Corporation Headquarters, Cleveland, OH
2	John Doe Academic Building, Cleveland, OH	7	ABC Upper School Renovation Project, Cleveland, OH

CITY OF DUBLIN STATEMENT OF QUALIFICATIONS

PART I – CONTRACT SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. PROJECT TITLE AND LOCATION (City and County)

2. DATE

3. PROJECT NUMBER
AB1503

B. FIRM POINT OF CONTACT

4. PROJECT REPRESENTATIVE NAME AND TITLE

5. PRESIDENT / CEO

6. NAME OF FIRM (LEGAL NAME ON FILE WITH THE OHIO SECRETARY OF STATE)

7. TELEPHONE NUMBER

8. FAX NUMBER

9. E-MAIL ADDRESS

10. COUNTY

11. FTID NUMBER

12. WEB ADDRESS

C. PROPOSED TEAM

(Complete this section for the lead firm or joint venture partners, and all key consultants.)

	(Check)			13. FIRM NAME	14. ADDRESS	15. ROLE IN THIS CONTRACT
	Lead Firm	JV Partner	Consultant			
a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Check if branch office _____ Miles from project site	
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Check if branch office	
c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Check if branch office	
d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Check if branch office	
e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Check if branch office	
f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Check if branch office	

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ *(Attached)*

INSERT ORGANIZATIONAL CHART BELOW OR ATTACH FOR BOTH THE PRECONSTRUCTION AND CONSTRUCTION PHASES.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

16. NAME	17. ROLE IN THIS CONTRACT	18. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

19. FIRM NAME AND LOCATION (City and State)

20. EDUCATION (DEGREE AND SPECIALIZATION)

21. CURRENT OHIO PROFESSIONAL REGISTRATIONS (List Discipline)

22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

23. RELEVANT PROJECTS (Up to a maximum of 5 samples)

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		(3) EXAMPLE PROJECT KEY NUMBER (If included in Section F)
		DESIGN (if applicable)	CONSTRUCTION (If applicable)	
a.	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		
b.	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		
c.	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		
d.	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		
e.	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the City of Dublin, or a maximum of 10 projects, if not specified. Complete one Section F for each project.)</i>		24. EXAMPLE PROJECT KEY NUMBER (1 – 10)		
25. TITLE AND LOCATION <i>(City and State)</i>		26. YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">DESIGN (if applicable)</td> <td style="width: 50%; padding: 2px;">CONSTRUCTION (if applicable)</td> </tr> </table>	DESIGN (if applicable)	CONSTRUCTION (if applicable)
DESIGN (if applicable)	CONSTRUCTION (if applicable)			
27. PROJECT OWNER'S INFORMATION				
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER d. POINT OF CONTACT E-MAIL ADDRESS		
28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>				

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i> (3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i> (3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i> (3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i> (3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i> (3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i> (3) ROLE

G. RELEVANT PROJECT EXPERIENCE MATRIX

		Major Scope of Work requirements.									
		Scope: Justice/Police Center & Law Enforcement Experience	Scope: Municipal Administrative Project Experience	Scope: Preconstruction/Estimating Services Experience	Scope: Construction Manager At Risk Experience	Scope: Addition/Renovation Experience Around On-Going/Operational Facilities	Scope: Construction Experience in City of Dublin	Scope:	Scope:	Scope:	Scope:
Example Project Name (Place "X" under Project Scope)											
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

[illegible]

33. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

I. ADDITIONAL INFORMATION

- I. 34a. USE THIS SECTION TO PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CITY OF DUBLIN OR THAT YOUR FIRM WISHES TO SUBMIT. SPECIFICALLY DETAILS ON OTHER LAW ENFORCEMENT, POLICE, GOVERNMENT, MUNICIPAL FACILITIES COMPLETED BY YOUR FIRM AS CONSTRUCTION MANAGERS AT RISK (GMP). ATTACH ADDITIONAL SHEETS AS NEEDED.

I. ADDITIONAL INFORMATION

34b. Complete and submit the Proposer Affirmation and Disclosure form to indicate the location(s) that services will be provided.

PROPOSER AFFIRMATION AND DISCLOSURE

The Lead Firm or Joint Venture ("Proposer") acknowledges that by signing this Statement of Qualifications, that it affirms, understands, and will abide by the requirements of Executive Order 2011-12K. If awarded a Contract, the Proposer affirms that both the Proposer and its Consultants and Subcontractors (as applicable) shall perform no services requested under the Contract outside of the United States.

The Proposer shall provide the locations where services under the Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of its Statement of Qualifications will cause the Proposer to be deemed non-responsive and no further consideration will be given to its Statement of Qualifications. If the Proposer will not be using Consultants or Subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal business location of the Proposer:

_____	_____
Address	City, State, Zip

2. Location where services will be performed by Proposer:

_____	_____
Address	City, State, Zip

Locations where services will be performed by Consultants and Subcontractors:

_____	_____
Address	City, State, Zip

_____	_____
Address	City, State, Zip

_____	_____
Address	City, State, Zip

_____	_____
Address	City, State, Zip

3. Location where state data will be stored, accessed, tested, maintained, or backed-up, by Proposer:

_____	_____
Address	City, State, Zip

Locations where state data will be stored, accessed, tested, maintained, or backed-up by Consultants and Subcontractors:

_____	_____
Address	City, State, Zip

_____	_____
Address	City, State, Zip

_____	_____
Address	City, State, Zip

_____	_____
Address	City, State, Zip
